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CONFERENCE REPORT OF WORKING GROUPS
ON
ROTATION & PERSONNEL DEVELOPMENT PROGRAM
REGARDING
COMPOSITION & RESPONSIBILITY OF CAREER SERVICE BOARDS

1. CIA Career Service Board

a. Composition

The following named officials, or the alternates they designate:

Deputy Director of Central Intelligence, Chairman
Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Administration
Assistant Director (Personnel) - Non-voting member
Director of Training - Non-voting member

It is required that at least two Deputy Directors be present for approval of any non-procedural Career Service Board decision. Assistant Director (Personnel) will provide the Secretariat.

b. Functions

- (1) Develops policy governing the Career Service Program for submission to the DCI, and serves as his advisor on all matters concerning the Program.
- (2) Advises, and reviews the functioning of, [Office] Career Service Boards.
- (3) Reviews the functioning of the Career Service Program, including:
 - (a) Approving, on a continuing basis, selection standards employed in the training and rotation programs, and taking final action on requests for waiver of these standards.
 - (b) Acting as final board of appeal and adjudication in all Career Service matters involving Career Service Boards, Agency Offices, comparable units, and individuals.
 - (c) Allocating Rotation Loan Slots to Office Boards.

(d) Approving, on a continuing basis, selection standards employed in the training and rotation programs, and taking final action on requests for waiver of these standards.

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- (e) Making final decision on rotation appointments, quarterly.
- (f) Levying requirements on Office Boards for rotatees to prepare them to fill key Agency positions.
- (4) Appoints supporting groups as appropriate, drawing on Agency personnel as necessary.
- (5) Prepares, and submits annually to the DCI, a summary of the operation of the CIA Career Service Program.

2. Office Career Service Board

a. Composition

- (1) Assistant Director or Deputy Assistant Director (or Office Head)
- (2) Staff or Division Chief (s), or comparable high-level officials - (as appointed by Assistant Director or Office Head)

Secretariat - (as appointed by Assistant Director or Office Head) to perform staff support for the Board.

b. Functions

- (1) Serves as advisor to the Assistant Director or Office Head, and acts for him on all matters pertaining to the Career Service Program.
- (2) Approves or disapproves selection for initial participation in the Development Program.
- (3) Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - (a) Sponsoring, developing, and executing an intra-Office rotation system, and reporting on it periodically to the CIA Board via the Secretariat.
 - (b) Participating in the development and execution of approved extra-Office rotation systems.
 - (c) Submitting rotation recommendations to the Secretariat for extra-Office appointment.
 - (d) Reviewing circular announcement of recommendations and negotiating with other Office Boards to effect agreement on rotation appointments.

(e) Reporting occurrence or objection to the Career Service Board Secretariat.

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- (f) Interviewing, if necessary, prospective rotatees.
 - (g) Executing relevant decisions of the CIA Board.
 - (h) Submitting semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Board.
 - (i) Recommending cancellation or continuance of appointment.
 - (j) Ensuring that the rotatees detailed by its Office to another are not overlooked for warranted promotion.
 - (k) Ensuring that jobs of rotatees received by its Office are productive and commensurate with the purpose of the appointments.
- (l) Appoints supporting groups as appropriate, drawing on its Office personnel as necessary.

3. Secretariat of the CIA Career Service Board

a. Composition

As appropriate to its task. The Assistant Director (Personnel) will provide personnel and facilities for the Secretariat.

b. Functions

- (1) Recommends to the Career Service Board ways and means of improving the CIA Career Service Program.
- (2) Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - (a) The maintenance of master files on a current basis for the CIA Career Service Board.
 - (b) The submission of unresolved inter-Office Board problems to the CIA Board for decision.
 - (c) Assistance to Office Boards in formulating rotation recommendations.
 - (d) Verification of qualifications submitted with each recommendation for participation in the Development Program.
 - (e) Issuance of circular announcement to Office Boards listing approved rotation nominations. (The list will contain full data on individuals plus the rotation appointment recommendation of the sponsoring Board.)

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- (f) Transmittal of recommendations to CIA Career Service Board for consideration.

4. Rotation by Exchange

- a. The exchange procedure authorizes Office Boards to recommend the "swapping" of rotation-approved candidates. This will be used when the two positions in question are of comparable responsibility. Positions, or respective grades or duties of incumbents, need not be the same.
- b. The sponsoring Office Board will pay the rotatee from its funds at his grade.
- c. The receiving Office Board will outline to the rotatee the responsibilities of the new position.
- d. Exchange appointments will last for a minimum period of six months, and when practicable for a specific period of time.
- e. Rotatees will be under the operational control of the receiving Office Board.

5. Rotation by Loan

- a. The loan procedure authorizes Office Boards to recommend the temporary assignment of rotation-approved candidates to another Office or to outside activities for the purpose of broadening an individual's knowledge of his field. In those cases where rotation by loan is to another Office, the receiving Office will not furnish a replacement.
- b. The sponsoring Office Board will pay the appointee from its funds at his grade. Rotation Loan Slots, allocated by quota outlined in Annex "A", will be available to each Office Board. These slots will be allotted by the CIA Board and will be "open" positions to accommodate any grade.
- c. The receiving Office Board will outline to the appointee the responsibilities of his new assignment. The appointee is "on loan" to the receiving Office and will therefore not tie up authorized T/O positions. He will be assigned to a logical unit in the receiving Office's organizational structure.
- d. Loan appointments external to the Agency will last for a minimum period of five months, in order to include assignment to governmental and non-governmental and private educational institutions. Loan appointments within CIA will last a minimum period of six months.
- e. Appointees will be under the operational control of the receiving Office Board.

REPORT OF THE WORKING GROUP ON ROTATION

Annex A

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted by the CIA Career Service Board to the Offices as indicated. Only personnel whose "loan" rotation assignment has been approved by the CIA Career Service Board will be slotted against these positions. These positions will only be used to effect rotation assignments when "exchange" rotation is not practical.

2. The allotments of Rotation Slots are as follows:

<u>Unit</u>		<u>Total</u>
Office of the DCI	1	1
Office of the DDCI Training	1	1
Office of the DD/P		
DD/P	1	
AD/OPC	6	
AD/OSO	4	
AD/COMMO	3	
TSS	1	
OO	2	17
Office of the DD/I		
DD/I	1	
OCD	2	
ONE	3	
OCI	3	
ORR	4	
OSI	3	16
Office of the DD/A		
DD/A	1	
Personnel	1	
Procurement	1	
Finance	1	
I&S	1	5
Held in reserve by the CIA Career Service Board		10
TOTAL		50

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13 February 1962

DECLARATION OF INTENT

I, _____, an employee of the Central Intelligence Agency, having been informed that I am under consideration for appointment in the Development Program of the Career Service of the Central Intelligence Agency, do hereby declare my intent and understanding relative thereto.

Mindful of the high mission of the Agency, and in full awareness of the extraordinary confidence and trust necessarily reposed in those selected for participation in the Development Program, I desire to make my career in the Central Intelligence Agency and am willing to comply with all the conditions appertaining thereto. I make this decision freely and after full explanation of the restrictions which I must observe by virtue of security requirements as well as the unusual opportunities for varied experience and education which will be available to me.

If I am accepted for participation in the Development Program of the Career Service of the Central Intelligence Agency, I realize my increased responsibility and will at all times place duty above selfish interest. Accordingly, I will not decline, except for the most urgent and compelling reasons, an assignment of any nature anywhere in the world for which the Agency has determined that I am professionally and physically qualified. In return, I understand that the Agency assumes reciprocal obligations to consider questions of personal hardship and to provide the benefits as set forth in the Development Program.

I understand that this statement of intent will be weighed in considering my future training and assignments. In the event such future training includes attendance at institutions of higher learning, the costs of which are defrayed by the Central Intelligence Agency, I shall comply with appropriate regulations concerning length of tenure in the Central Intelligence Agency after such attendance.

I desire to participate in the Development Program. I submit this declaration of intent, realizing it is the initial prerequisite for selection and subsequent participation in that Program.

Signature

CENTRAL INTELLIGENCE AGENCY

13 February 1952

CERTIFICATION OF ELIGIBILITY

FOR

DEVELOPMENT PROGRAM

1. This is to certify that _____,
employed by the Central Intelligence Agency since _____,
has been examined by the _____ Career Service Board and found
eligible to participate in the CIA Development Program.

2. _____ has been assigned to this Office
since _____ and has qualified with respect to all
selection criteria, including the submission of a written declaration
of intent. He/she has proved his/her integrity and worth during this
assignment.

JOHN DOE,
Secretary

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